



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0133

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
All Education Program Supervisors
All Public Schools District Supervisors
All School Heads

Subject: DISSEMINATION ON THE REGIONAL MEMORANDUM HRDD-2025-084

Date: APRIL 14, 2025

1. Attached herewith is Regional Memorandum HRDD-2025-084, containing the corrigendum to DM-OUHROD-2025-0317 regarding the nomination to the Asian Institute of Management's Postgraduate Certificate in Management for Education Leaders Training Program. The contents of the memorandum are self-explanatory.
2. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
3. Immediate dissemination of this memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



SGOD/rtp
Attached: As stated





Republic of the Philippines
Department of Education
DAVAO REGION

25-48879

April 3, 2025

REGIONAL MEMORANDUM
HRDD-2025-084

CORRIGENDUM TO DM-OUHROD-2025-0317

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-0317 titled Nomination to the Asian Institute of Management's Post Graduate Certificate in Management for Education Leaders Training Program. Contents are self-explanatory.
2. Relevant details and other information are found in the enclosures.
3. For queries, email hrddneaprol1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glu

DEPARTMENT OF EDUCATION - DAVA
RECORDS SECTION
RELEASED

By: [Signature] Date: APRIL 08, 2024
Total: 7



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

28 March 2025

31 MAR 2025

48 470
2-40

This is in reference to the Memorandum **DM-OUHRD-2025-0317** or the *Nomination to the Asian Institute of Management's Post Graduate Certificate in Management for Education Leaders Training Program*.

To provide wider coverage and further clarification for the program, please be advised of the following details:

1. The program is strictly intended for permanent, contractual, or co-terminus **non-teaching and selected related-teaching personnel** holding **Salary Grade (SG) Level 15 and up position** preferably performing as a unit head/officer-in-charge/supervising officer in DepEd for at least one (1) year or **has high potential to be an education leader**. Please refer to **Annex A** for the list of eligible positions.
2. **Travel expenses and board and lodging of participants shall be charged against the participant's office funds** in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
3. **Participants must arrange their own accommodations.** AIM also offers possible accommodation on campus with a minimal fee. Specific details for the reservation of accommodation from AIM, together with the instructions on the access of their Learning Management System (LMS) and other administrative arrangements shall be provided by AIM through an email to be sent to selected participants.

For any concerns or clarifications, kindly contact the Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD) at (02) 8470-6630 or through email at hrdd@deped.gov.ph.

For Central Office - **Ms. Riza May Fortunato**

For Regional and Schools Division Office - **Mr. Siljohn Rey Salazar**

For your information and appropriate action.

WILFREDO E. CAERAL

Undersecretary

Human Resource and Organizational Development

ANNEX A
LIST OF ELIGIBLE POSITIONS TO APPLY FOR THE PGCMEI

Salary Grade Level	Related-Teaching	Non-Teaching Personnel
15	Teacher Credentials Evaluator II	Administrative Officer IV Agriculturist II College Librarian II Computer Programmer II Creative Arts Specialist II Human Resource Management Officer II Internal Auditor II Librarian II Nurse I Nutritionist-Dietitian II Planning Officer II Project Development Officer II Registrar II Security Officer II Senior Administrative Assistant III Special Investigator II Statistician II
16	Education Program Specialist II	Accountant II Attorney I Engineer II Guidance Services Specialist I Information Systems Analyst II Nurse II Technical Education and Skills Development Specialist II
17		Computer Maintenance Technologist III Dentist II Executive Assistant II Information Systems Researcher III
18		Administrative Officer V Attorney II Computer Programmer III Guidance Services Specialist II Health Education and Promotion Officer III Internal Auditor III Medical Officer II Nutritionist-Dietitian III Planning Officer III Project Development Officer III Senior Administrative Assistant V Special Investigator III Statistician III
19	Senior Education Program Specialist Senior Science Research Specialist	Accountant III Architect III Engineer III Information Systems Analyst III Information Technology Officer I

[DHSOD THIRD L&D Unit]



Salary Grade Level	Related-Teaching	Non-Teaching Personnel
20	-----	Dentist III Executive Assistant III
21	-----	Attorney III Medical Officer III
22	Education Program Supervisor Supervising Education Program Specialist Public Schools District Supervisor	Accountant IV Assistant Teacher's Camp Superintendent Department Legislative Liaison Specialist Engineer IV Executive Assistant IV Information Technology Officer II Internal Auditor IV Planning Officer IV Project Development Officer IV Security Officer IV Supervising Administrative Officer Supervising Health Program Officer Vocational School Administrator I
23	-----	Attorney IV Medical Officer IV Vocational School Administrator II
24	Chief Education Program Specialist Chief Education Supervisor	Chief Accountant Chief Administrative Officer Chief Health Program Officer Engineer V Executive Assistant V Information Technology Officer III Internal Auditor V Planning Officer V Project Development Officer V Teachers' Camp Superintendent Vocational School Administrator III
25 and up	All are eligible to apply for the said program	

[REPRODUCED FROM] [REDACTED]